

Eldred Township Supervisors
Regular Meeting
February 12, 2024

This meeting was held at the Eldred Township Building.

Call to order at 4:27 PM by Chairman Greeley.

The meeting was opened with a salute to the flag.

Roll Call: Supervisors Gordon Greeley, John MacBeth, and Laird Raybuck in attendance.

PUBLIC COMMENT PERIOD:

Jeff McAninch would like to have the potholes fixed on Bottom Road. He filled at least one himself because he was tired of waiting for the Township to do it.

Pat Rooney brought some pictures of the potholes on Bottom Road. He would also like to have them fixed. It is getting difficult to drive around them.

Supervisor Raybuck made a motion to approve the January 2, 2024 Regular Meeting Minutes. The motion was seconded by Chairman Greeley. Vote: 3 ayes. Motion carried.

Chairman Greeley made a motion to acknowledge receipt of the Treasurer's Report. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Total Receipts (January 1, 2024 to January 31, 2024): \$17,822.37

Total Expenditures (January 1, 2024 to January 31, 2024): \$29,704.41

Total Balance (all accounts) on January 31, 2024*: \$140,475.44*

(* This balance reflects the reconciliation corrections that were made to the S&T General Fund checking account that were summarized in the Treasurer's Report and detailed on the Bills and Deposits List presented at this meeting. The reconciliation corrections were made by QuickBooks general journal entries to adjust the balance of the S&T Bank General Fund checking account for accuracy. There were five unreconciled deposits in the checking account from January 15, 2020 to December 24, 2021 totaling \$7,769.35 and eleven unreconciled checks/debits in the checking account from February 11, 2015 to January 18, 2022 totaling \$2,699.39. The deposits were adjusted with QuickBooks journal entries 62-66, and the checks/debits were adjusted with QuickBooks journal entries 49-59. These corrections ultimately resulted in a \$5,069.96 reduction in the balance of the S&T General Fund checking account. A list of the transactions that were corrected is attached to these minutes.)

Chairman Greeley made a motion to approve payment of the invoices for January 2024, in the amount of \$14,673.68. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Supervisor Raybuck made a motion to approve payment of the payroll expenses for January 2024, in the amount of \$15,030.73. The motion was seconded by Chairman Greeley. Vote: 3 ayes. Motion carried.

ROADMASTER REPORT:

Paul Ross left the Record Book of roadwork for the Supervisors.

Chairman Greeley said that the road crew has been working on the trucks, patching potholes on the northern side of the Township in the Jackson Road area, and hauling scrap away from the Township Building.

UNFINISHED BUSINESS:

1. Two candidates were agreeable to serving as the Township's Emergency Management Coordinator: Joseph D. Motter and Herbert W. McConnell, Jr. After a brief discussion, Chairman Greeley made a motion to appoint Herbert W. McConnell, Jr as the Emergency Management Coordinator for Eldred Township. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

2. Additional changes were made to the employee handbook.

Chairman Greeley made a motion to adopt the following specifications to the Employee Handbook:

- The pay period will begin on Thursday at 12:00 AM and end on Wednesday at 11:59 PM.
- Compensatory time off, or comp time, is accrued in 15-minute increments.
- Full-time employment is defined as 1,250 hours a year from the date of hire.
- Paid vacation, personal time, and sick time will be awarded each year on the employee's date of hire and must be used within one year of the employee's date of hire.

- In order to get paid for a holiday on the list, an employee must work both the day before the holiday and the day after the holiday, unless the employee is taking vacation or has made arrangements with all three Supervisors.

The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

NEW BUSINESS:

1. Resolution 2024-1 Municipal Adoption of the Jefferson County 2023 Hazard Mitigation Plan

State and local governments are required to develop a mitigation plan for natural hazards, risks, and vulnerabilities. The adoption of a hazard mitigation plan is required to receive any post-disaster Hazard Mitigation Grant Program funds. Jefferson County has created a 2023 Hazard Mitigation Plan. Chairman Greeley made a motion to adopt Resolution 2024-1, thereby adopting the Jefferson County 2023 Hazard Mitigation Plan as the official Hazard Mitigation Plan of Eldred Township. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried and Resolution 2024-1 adopted.

2. The Roadmaster, Paul Ross, compiled estimated amounts of stone and oil for the township to put out for bid. His Recommendations were:

<u>Stone</u>	<u>Oil</u>
100 tons – DSA	5,000 gal M/L – CRS2 Emulsion, Applied
800 tons - #8 Limestone	5,000 gal M/L – MC70, Applied
600 tons - # 57 Limestone	5,000 gal M/L – CRS2 Emulsion, F.O.B.
60 tons - # 3 Limestone	5,000 gal M/L – MC70, F.O.B.
1,000 tons - 2RC Limestone	
1,200 tons - PA-2A	

Chairman Greeley made a motion to approve the bid amounts of stone and oil compiled by the Roadmaster. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Chairman Greeley made a motion to allow the Greater Jefferson Area Council of Governments to handle the procurement process for stone and oil for Eldred Township. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

3. Senator Cris Dush is holding a “Meet Senator Dush and an Introduction to Funding Opportunities” event for local government leaders. The event will be held at four locations on March 27th and 28th. Supervisor Raybuck said that he will try to attend the March 27th meeting that begins at 8:00 AM at the Knights of Columbus located at 331 Main Street, Ridgway, PA 15853. The Secretary will pre-register him for the event.

4. A driveway pipe on Miller Road is causing drainage issues. The pipe is estimated to be 12 inches in diameter. Article III, Section 3:00 (F) of Ordinance 1992-1 states: “Driveway approaches opening onto public roads shall be constructed in a manner which results in no interference with the maintenance of the ditch line of public roads. Driveway approaches shall be constructed in conformance with the specifications set forth on drawing ET 1-91, attached hereto.”

No drawing is attached to the ordinance. The only drawing yielded by a search of the office files, is hand-drawn, and is not labeled ET 1-91. It is labeled “Typical Cross-Section for Placement of Drive Pipes.” The pipe shown in the drawing is 12-inches in diameter. Lisa Kelso said that making changes to Ordinance 1992-1 would probably require an Ordinance to amend it. Chairman Greeley made a motion to amend the specifications for all new or replacement driveway pipes to require a 15-inch diameter plastic pipe with a smooth inside. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

5. Gibson-Thomas Engineering scheduled a meeting at the township to display the plans for the proposed replacement bridge over Mill Creek on Bottom Road. The meeting has been scheduled for Monday, March 4, 2024 at the Eldred Township Building. They are meeting with officials from 4:00 PM to 5:00 PM. The public meeting will be held from 5:30 PM to 6:30 PM. Gibson-Thomas is advertising the public meeting in the Courier Express and is supplying invitation letters for the township to send to public officials and local residents affected by the bridge replacement.

OTHER SUPERVISOR COMMENTS OR CONCERNS

1. Chairman Greeley said that there is a problem with the John Deere tractor and the mower boom and asked for input on whether it should be traded or fixed. Supervisor MacBeth suggested getting quotes for repairing the tractor, replacing the tractor with a used one, repairing the boom, and replacing the boom.

2. Chairman Greeley asked if the Supervisors were still planning on using the ARPA money to expand the building. He suggested a pole building that attaches to the existing building and a replacement roof for the existing building. Supervisor MacBeth was in favor.
3. Chairman Greeley said that he would like to get a quote for fixing the frame on the 2001 International dump truck. He said that if it is affordable, he thinks the frame on the 1995 International should be fixed too. The other Supervisors were agreeable.

Chairman Greeley made a motion to proceed with:

- Getting price quotes to fix the trucks;
- Beginning the bid process for a building expansion and roof for the existing building;
- Getting price quotes for fixing the tractor and boom and for replacing the tractor and boom.

The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

4. Supervisor Raybuck said that a resident asked him about a cement culvert. He also asked where the millings were placed that the township purchased from PennDOT last year, if there were any left, and if they were being used on the township roads. Chairman Greeley said that the millings are on the township's lot and some of them have been used on the roads.

Chairman Greeley made a motion to adjourn at 5:24 PM. The motion was seconded by Supervisor Raybuck. Vote: 3 ayes. Motion carried and meeting adjourned.

The next regular meeting will be held at the Eldred Township Building on March 11, 2024, at 4:30 pm.

Lisa Kelso,
Secretary

S&T BANK GENERAL FUND - UNCLEARED CHECKS

JOURNAL ENTRY #	DATE	CHECK NO.	PAYABLE TO	AMOUNT	DESCRIPTION
49	2/11/2015	412	Courier Express	\$113.84	No record of check 412. Double entry: check 380 dated 1-20-2015 to Courier Express for \$113.84 cleared.
50	3/21/2017	10	Michael Caldwell	\$39.98	journal entry - "for check 1201 voided on 4-4-2017" - if the check was voided, this journal entry is a double transaction
51	1/23/2018	1511	PSATS UC Group Trust	\$0.04	liability check - possibly an adjustment? Check 1511 written 1-19-2018 to Shawn McCool cleared
52	5/16/2018	1638	Way Office Products	\$53.65	Check 1638 dated 6-13-2000 was written to Corle-Benn for \$76.76. Double entry: check 1621 dated 5-3-2018 to Way Office for \$53.65 cleared.
53	6/5/2018	8297	Lawrence Ross	\$44.14	paycheck - officer monthly salary - current check numbers don't go up this high
54	5/13/2019	2081	Paris Uniform Rental & Supply Co.	\$171.89	Check 2081 dated 4-30-2019 to the C.O.G. cleared. Double entry: check 2099 dated 5-13-2019 to Paris for \$171.89 cleared.
55	1/14/2021		PSATS UC Group Trust	\$254.57	Payroll liability check - probably for 2020 Q4. Doesn't appear on bank statement.
56	7/27/2021		S&T Bank	\$427.73	Payroll liability check - probably for 2021 Q2 - Doesn't appear on bank statement. Another payment made on 9-1-2021 for \$452.73 cleared & was labeled "computer did not accept ach."

57	10/18/2021		PA Dept. of Revenue	\$292.41	Payroll liability check - doesn't appear on bank statement. A \$326.33 payment made on 10-18-2021 cleared.
58	10/31/2021	3023	Lawrence Ross	\$1,274.63	Doesn't match any pay period. Check 3023 written 10-18-2021 to PA DEP for 100.00 cleared
59	1/18/2022		PSATS UC Group Trust	\$26.51	Payroll liability check - probably 2021 Q4. No other January 2022 payment for PSATS UC. (Other pmts made: 8-4-2021 and 4-14-2022) A 1-19-2022 payment for \$26.51 to PA Labor & Industry for PA employee UC tax withholding cleared and is the only \$26.51 payment on the bank statement.
Total				\$2,699.39	

S&T BANK GENERAL FUND - UNCLEARED DEPOSITS

JOURNAL ENTRY #	DATE	AMOUNT	DESCRIPTION
62	1/15/2020	\$5,000.00	interfund transfer from PLGIT - found a \$5,000.00 transfer from 1-31-2020 that cleared - only one \$5,000.00 deposit on the bank statement
63	3/1/2021	\$0.40	liquid fuels interest (this does not match either the S&T general fund interest or the LF interest)
64	12/9/2021	\$1,369.86	Seneca Resources road damage to Fisher Rd. & Spring Creek Rd. (This same check was combined with another check for a deposit on 12-9-2021 that cleared.)
65	12/10/2021	\$345.00	Cochran & Zandi Lumber road bond fee (This same check was combined with another check for a deposit on 12-9-2021 that cleared.)
66	12/24/2021	\$1,054.09	realty transfer tax (This is the same amount as a deposit from 11-23-2021 that cleared.) Does not match the Nov. realty transfer tax amount deposited 12-10-21 that cleared. Does not appear on bank statement.
Total		\$7,769.35	